

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **PURCHASING OFFICER**

**DEPARTMENT:**                **ADMINISTRATIVE SERVICES**

**BASIC FUNCTION:**

Under general direction, to plan, direct and organize a centralized, municipal purchasing and contracting program and activities involving the acquisition of materials, supplies, equipment and services; and to perform related responsibilities as required.

**KEY RESPONSIBILITIES:**

Plan, organize and administer a comprehensive purchasing and contracting program involving the provision of purchasing assistance services to all City departments and offices.

Develop and administer budget; evaluate and recommend staffing needs, equipment, materials and supplies.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Develop policies, rules and procedures for the effective operation of the purchasing office, including establishing goals, objectives and priorities.

Develop and implement purchasing and contracting procedures utilizing automated tracking systems; provide assistance to and advise the City staff regarding the purchasing and contracting system.

Supervise and coordinate the City's mail and messenger services.

Review City's purchasing policies and procedures, contract documents, and agreements for compliance with all applicable laws, rules and regulations.

Develop and administer annual contracts for frequently used commodities and services.

Administer public works contracts in accordance with State and Federal laws, rules and regulations.

Manage the disposal of surplus City property.

Provide a variety of general staff and research assistance to the City Manager.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge:**

Municipal purchasing and contracting systems, procedures and legal requirements.

Inventory control procedures.

Principles of municipal organization and budget management.

Methods and techniques for basic research, statistical analysis and report preparation and presentation.

Strategic management techniques and methodology.

#### **Ability to:**

Develop, coordinate, and supervise a comprehensive municipal purchasing program.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Supervise, train, and evaluate assigned staff.

Analyze policies and procedures, identify, recommend, and implement improvements.

Establish and maintain cooperative relationships with those contacted in the course of work.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration, and three years progressively responsible work experience involving municipal purchasing work including some supervisory experience.

A Master's degree in public or business administration is desirable.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to City work sites or other sites for meetings. Employees frequently travel to construction areas of the City for field visits.

This is an at-will management classification.

DATE APPROVED: June 1999

**Management**

**Salary Schedule**

**Management Salary**

**Benefits**

**City of Carlsbad Management Benefits**